



## OFFICE EXECUTIVE. GATWICK, UNITED KINGDOM

**Are you ready to charter your career?**

**The runway to success in global aviation begins here...**

Are you looking for an opportunity to work for a global brand where you can use your skills, be part of a diverse team, and grow with a dynamic company?

Chapman Freeborn is seeking an **Office Executive** for our **Gatwick UK** office, who thrives in a fast-paced environment and wants to learn and grow with a global team.

We will provide the successful candidate with training as well as the industry know-how.

### **Purpose of Role**

- General Office Administration and management of the reception desk
- Ensuring the renewals and maintenance of the UK office's ISO9001 and ISO14001
- Create a positive atmosphere in and around the reception/office using initiatives and other methods
- Working with the General Manager to perform duties as required

### **Key Job Responsibilities**

- Undertaking, administering, and coordinating all audits, correspondence, and reviews relating to ISO 9001 and ISO14001 relating to UK office (International Standards Organisation).
- Answer all telephone calls that are directed to the UK general number to help screen and direct them to the relevant department.
- Meet and greet visitors to the office and ensure visitors book is completed.
- Welcome staff visiting from our global offices and record their visit.
- Attend to the vending machine, including re-stocking, and give the cash to Accounts every month.
- Ensure kitchen supplies and vending machine supplies are stocked (Tesco order).
- Check stationary stocks and order through preferred supplier.
- Keep up to date records on all bookings/stock bought etc (audit trail for invoice checking).
- Arrange taxi bookings as required, record and audit for invoicing.
- Book local hotels for visiting staff as required, record and audit for invoicing.
- Prepare all department documents for archiving and keep records.
- Arrange shredding of archived documents when appropriate.
- Manage Health and Safety within the office.
- Distribute the post daily and ensure the post is given to the correct recipient/department alongside GDPR compliance.
- Arrange couriers as required using preferred courier company. Track, record, and audit for invoicing.

- Prepare parcels for shipment /package items for courier and post.
- Ensure supply of stamps are available for different services, purchase from post office.
- Arrange Special Delivery on-line or through post office.
- Ensure daily post is taken to main reception for collection.

## **What We Offer**

- Competitive salary
- Comprehensive benefits package
- Opportunity to join a global company and be part of a diverse international team
- Professional development and career opportunities
- Unlimited access to thousands of courses on LinkedIn Learning platform

With more than 50 years of experience, the Chapman Freeborn group provides a diverse range of aviation-related services on a global basis. Our expertise in all areas of the air charter industry makes us the number one choice for many of the world's leading logistics providers, multinational corporations, travel partners, and well-known names from the entertainment business.

Chapman Freeborn is a family member of Avia Solutions Group, a leading global aerospace services group with almost 100 offices and production stations providing aviation services and solutions worldwide. Avia Solutions Group unites a team of more than 11,500 professionals, providing state-of-the-art solutions to the aviation industry and beyond.

Chapman Freeborn aims to promote equality, diversity, fairness and respect for future and current staff at all levels of the organization. We aim to provide equal opportunities in all aspects of employment and to ensure that the talent and skills of all individuals are maximized. Will replace with below paragraphs with the advice of the legal department.

Chapman Freeborn provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Chapman Freeborn combines over 46 years of experience with unrivaled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year. The company's diverse client base includes major corporations, governments, non-governmental organizations (NGOs) and relief agencies, as well as high net worth individuals (HNWIs) and prominent figures from the entertainment world.